

**From:** [R6HarveyRICT](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: John Phillips Mobilization Package - R6H1HarveyResponse  
**Date:** Wednesday, September 13, 2017 6:39:57 AM  
**Attachments:** [Hurricane Harvey Mobilization Plan 090517-2.docx](#)  
[ATT00001.htm](#)  
[Dallas Hotesl.pdf](#)  
[ATT00002.htm](#)

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**From:** Carroll, Craig  
**Sent:** Wednesday, September 13, 2017 6:39:50 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Buchholz, Ken  
**Cc:** Webster, Susan; R6HarveyRICT  
**Subject:** Fwd: John Phillips Mobilization Package - R6H1HarveyResponse

Sent from my iPhone

Begin forwarded message:

**From:** "Adams, Mikeal" <[adams.mikeal@epa.gov](mailto:adams.mikeal@epa.gov)>  
**To:** "Carroll, Craig" <[Carroll.Craig@epa.gov](mailto:Carroll.Craig@epa.gov)>  
**Cc:** "Bokun, Lisa" <[Bokun.Lisa@epa.gov](mailto:Bokun.Lisa@epa.gov)>, "Webster, Susan" <[webster.susan@epa.gov](mailto:webster.susan@epa.gov)>  
**Subject:** FW: John Phillips Mobilization Package - R6H1HarveyResponse

Here is his mobilization package that was sent on Monday.

Mike Adams  
Hurricane Harvey Response Team  
REOC Dallas  
214-665-6711

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**From:** Adams, Mikeal  
**Sent:** Monday, September 11, 2017 4:59 PM  
**To:** Phillips, John <[Phillips.John@epa.gov](mailto:Phillips.John@epa.gov)>  
**Cc:** Buchholz, Ken <[Buchholz.Kenneth@epa.gov](mailto:Buchholz.Kenneth@epa.gov)>; Ruiz, Adam <[Ruiz.Adam@epa.gov](mailto:Ruiz.Adam@epa.gov)>; R6HarveyLSC <[R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov)>; R6HarveyInfo <[R6HarveyInfo@epa.gov](mailto:R6HarveyInfo@epa.gov)>  
**Subject:** John Phillips Mobilization Package - R6H1HarveyResponse

On August 25<sup>th</sup>, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Dallas, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on **9/16/2017** at 8:00am. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If

you are unable to check-in during this time frame, you must contact Region 6 at [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov). If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov).

**Position/assignment and Asset Tracker Number:** PLAN Section Chief, 37190

**Command Post:** REOC Dallas, TX – 1445 Ross Ave, Dallas TX, 75202

**First Work Day:** 9/16/2017

**Demob Date:** 9/28/2017

**POC at Command Post:** Bryant Smalley

**Lodging:** See attached list.

**Mode of Transportation:** Book your own transportation and lodging.

Bring ID clothing with you.

**IMPORTANT ACTION ITEMS (NO EXCEPTIONS):**

1. Prepare TA per your regional process. Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval. Region 6 employees TA will be created by the REOC.
2. Ensure work schedule in People Plus is recorded as regular 8 hour day.
  1. Overtime forms.
    - ❖ Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)
    - ❖ R6 Employees – Overtime form will be prepared for you by REOC. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)
3. UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704

**TA Accounting Code:**

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06L0X13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.

Mike Adams

Hurricane Harvey Response Team  
REOC Dallas  
214-665-6711